

ENLISTED FITNESS OR EVALUATION REPORT INPUT

1. Administrative data

- a. Full Name (indicate if changed during period): _____
- b. Rate and warfare/qualification designator(s). Indicate if frocked or selectee: _____
- c. USN or USNR. If USNR on active duty, indicate status: i.e., extended active duty, TAR, Canvasser/Recruiter, ADSW, OYR, AT, or ADT: _____
- d. Date reported to Command: _____
- e. Ending date of last Regular report: _____
- f. Date of rate: _____

2. Duties assigned and number of months assigned during this report period. (List by duty title)

- a. Company/Department, etc., to which assigned: _____
- b. Primary duties: _____

- c. Collateral duties: _____
- d. Watchstanding duties: _____

- e. TEMADD/TEM DU (Where, when, and why): _____

- f. Significant periods not available for duty, if any. (If first report at this Command, include any delay or TEMDU prior to reporting.) Do not include brief illness or normal leave: _____

3. Job information

a. Principal activities and responsibilities. Include equipment operated or qualified to operate, and "customers" served, if applicable: _____

b. Individual accomplishments, including experience gained and contributions to team achievements: _____

c. Responsibilities for classified material: _____

4. Supervision and leadership

a. Personnel directly supervised (subdivide by military, civilians, reservists): _____

b. Personnel supervised through subordinates (subdivide as above): _____

c. Equipment and material for which responsible: _____

d. Size of budget managed: _____

e. Leadership activities and accomplishments. Include team and subordinate accomplishments which reflect your leadership: _____

f. Performance as instructor (classroom or on-the-job): _____

g. Counseling given (formal or informal): _____

h. Retention efforts and results: _____

5. Special achievements

a. Qualifications achieved during period (or during prior period if not mentioned in previous report):

b. Educational courses completed and diplomas or certificates awarded:

c. Personal awards and letters of commendation or appreciation received:

6. Off-duty activities

a. Educational courses attended:

b. Civic activities:

c. Voluntary public relations on behalf of the Navy:

d. Reservist's civilian employment. Note promotions or special accomplishments during period.

7. Future duties/schools desired

8. Other items for consideration
